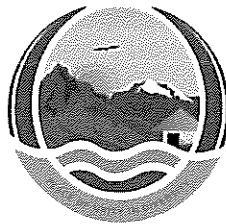


ALFRED NZO DISTRICT MUNICIPALITY



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE FOR MINUTE TAKING

NAME OF THE PROJECT: Plan and prepare meeting communications

1. INTRODUCTION OF THE PROJECT

To obtain service of an accredited training provider to conduct minute taking training for 16 employees at NQF level 3 for a period of 2 days.

2. AIMS OF THE PROJECT

The Objectives of the project is to enables learners to plan and prepare meeting communications.

3. SPECIFICATIONS

1. Deliver minute taking training for a period of 2 days.
2. Assess learners' ability to perform theoretical and practical knowledge of minute taking.
3. Specify the unit standard ID of the unit standard title.
4. Specify assessment criteria for each specific outcome
5. Specify the credits to be obtained.
6. Learners must obtain certificates issued by relevant ETQA body

4. SCOPE OF WORK

1. Deliver minute taking training for a period of 2 days.
2. Clearly outline the specific outcomes
3. Engagement of all participants during the contact session
4. Assess learners ability to perform theoretical, practical Knowledge
5. Competency certificates by relevant ETQA body

5. KEY DELIVERABLES

1. Training will be conducted at appropriate venue as arranged by the Municipality. The Training Provider must:
2. Act as implementation agent for the programme
3. Ensure that each learner is trained, assessed, and certified competent against all Specific outcomes.
4. Submit a project implementation plan, clearly indicating all project activities to be completed with target completion dates
5. Submit a programme implementation plan, clearly indicating all programme activities, credits to be obtained, and workplace training activities to be completed with target completion dates
6. Implement, coordinate and manage the entire programme in terms of the full scope of the certified programme,
7. Provide Learner guides /manuals for all learners
8. Specify assessment criteria for each specific outcome
10. Attendance registers must be provided during the sessions.
11. Evaluation forms at the end of the learning programme

13. Competency certificates issued by relevant ETQA body
14. 10% will be retained to be paid once the Close out report has been received

6. EXPECTED OUTCOMES

The learners must be assessed against the following specific outcomes.

1. Demonstrate an understanding of the agenda of meetings.
2. Explain the purpose and objectives of minutes of meetings.
3. Take minutes of meetings.

7. EVALUATION CRITERIA

The proposals will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
• Previous Experience	40
• Capacity and Expertise	40
• Methodology	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
TOTAL	100

Breakdown for Functionality:

Functionality	Weight
Previous Company relevant experience	40
Previous record of experience on implementation of diversity management training in	
- 1-3 Municipality(s) and /or public/private sector	20
- 4-6 Municipalities and /or public/Private sector	30
- 7 and above Municipalities and/ or public /or private sector	40
NB: Please attach letter of reference confirming that the job has been successfully done.	
Capacity and expertise to undertake the project	40
- Valid Service provider accreditation from relevant SETA	20

- Proof of qualified facilitators in conducting for minute taking NB: Attach proof accreditation, facilitator's qualifications and experience, in order to claim the above points.	20
Methodology	20
Brief and clear proposal indicating clear understanding of requirements as set out in Terms of Reference (specification)	20

N.B Failure to submit the following documents will lead to disqualification

- Tax clearance certificate; and or SARS pin
- Accreditation letter from relevant ETQA

8. REQUIREMENTS

A service provider must:

1. be registered in the municipal data base of the suppliers
2. provide a detailed proposal for work to be done and project charter
3. submit a valid tax clearance certificate

A service provider must:

4. be registered in the municipal data base of the suppliers
5. provide a detailed proposal for work to be done and project charter
6. submit a valid tax clearance certificate
7. submit a valid accreditation letter/ certificate
8. Undertake to provide the required service from the date of appointment to the end date.
9. The proposal should provide a fixed price including expenses and costs as well as VAT for the entire work. Cost must be presented per deliverables
10. The service provider must have previous experience with regards to conducting of minute taking
11. Service provider must demonstrate capacity to deliver on the project and share their methodology in details

9. PROJECT MANAGEMENT

The Service Provider will work very closely with the Alfred Nzo District Municipality and Senior Manager Corporate Services is the designated Project Manager. The Municipality reserves the right to make direct bookings for any service with the service provider of its choice without utilizing the services of the appointed agency.

10. PROJECT TIMEFRAME

The contract is for a period 2 days.

11. PROJECT BUDGET

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work". The work shall vary from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

Submitted by:



MR. L. MATIWANE
SNR MANAGER: CPS